

**GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation
Professional Services**

To:

Date: July 18, 2019

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RFP No. 027-T-2019 (P)

Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, herein after referred to as GVI, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received no later than **Tuesday, August 20, 2019 @ 4:00 o'clock p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK: Computer Aided Mass Appraisal System

SCOPE OF SERVICES: See Attached

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly, current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be most highly qualified to provide the services herein required.** Discussions will be conducted successively and severally with the firms or persons so selected the anticipated concepts and the relative utility alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS

Selection criteria will include (i) Professional qualification, registration and general reputation of principals of the firm or person; (ii) the extent to which the firm or person specializes in or has provided services of a type and scope similar to the hereunder; (iii) familiarity with the location (s) in which services will be performed; (iv) capability of meeting schedules; and (v) quality of performance on other similar projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified or additional firms, in order of preference, and shall continue until an agreement is reached.

Anthony D. Thomas
Commissioner
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE:

RFP-027-T-2019 (P)

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work thoroughly, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Chief Deputy Commissioner of Procurement, Lisa Alejandro** at lisa.alejandro@dpp.vi.gov.

B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following services: **RFP-027-T-2019 (P)**

C. PROPOSE SCOPE OF WORK

See Attached

D. TIMETABLE

Last Day for Questions will be Friday, July 26, 2019 at 1:00 PM

E. SUBMISSION OF PROPOSAL

All interested parties shall submit *one* (1) original and *five* (5) copy sets of proposals, which are to be delivered to the Department of Property and Procurement no later than **Tuesday, August 20, 2019 @ 4:00 p. m.** Atlantic Standard Time.

They shall be addressed to:

Anthony D. Thomas
Commissioner
Property & Procurement
8201 Subbase, 3rd Floor
St. Thomas, Virgin Islands 00802

**THE SEALED ENVELOPE CONTAINING THE PROPOSAL MUST
HAVE THE FOLLOWING INFORMATION WRITTEN ON THE
OUTSIDE OF THE ENVELOPE OR PACKAGE:**

SEALED PROPOSALS-DO NOT OPEN

RFP-027-T-2019 (P)

(Name of Bidder)

(Mailing Address of Bidder)

(Telephone Number of Bidder)

(Fax Number of Bidder)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to Department of Property & Procurement before the date and time set for the closing of acceptance of proposals.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw, cancel or modify the proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Chief Deputy Commissioner of Procurement, Lisa Alejandro**. GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay of any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, may disqualify the

applicant.

1. Introductory letter about the applicant:
 - a. Name, address, email and telephone numbers.
 - b. Type of service for which individual/firm is qualified.
2. Organization:
 - a. Names/addresses of Principals of Firm.
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for project. (Local & Off-Territory)
 - d. Copy of Articles of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of valid Business License
3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
4. Project experience:
 - a. List of completed projects and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; and email address).
6. Project Approach:
 - a. Describe how you will approach this project and availability to perform the services requested.
7. **Cost: Cost Proposal (*one (1) original and four (4) copy sets of proposals*) must be submitted in a separate sealed envelope.**

K. CONFLICT OF INTEREST

A proposer filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the

same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands with the Government of the Virgin Islands until evidence is submitted that said firm or individual has a valid Virgin Islands Business License. Bidders must submit hard copy of a valid Virgin Islands Business License within ten (10) business days after award. All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

M. REQUIRED DOCUMENTS

1. **PUBLIC LIABILITY:** The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy(ies) shall name the Government of the Virgin Islands as "**Additional Insured**". The public liability insurance shall have a minimum limit of not less than **one hundred thousand (\$100,000.00) dollars** for any one occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for any one occurrence for property damage. Bidder must provide public liability insurance within ten (10) business days after award.
2. **WORKERS' COMPENSATION:** Within ten (10) business days after award of contract, the successful bidder must submit a copy of their certificate verifying his firm and agents are covered by Workers' Compensation Insurance.
3. **FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.**

N. REQUIREMENTS FOR CORPORATION

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.

**MANDATORY LIST OF REQUIRED SUPPORTING DOCUMENTS TO CONTRACT WITH
GOVERNMENT OF THE VIRGIN ISLANDS**

This list applies to all contracts, amendments and exercises of renewal options. All supporting documents must be submitted for every contract, amendment or renewal of a contract.

1. Current VI Business License (to conduct activity covered by contract being pursued); and/ or copy of a current business license issued by a state. IRS 501(c)(3) certification letter required for non-profit corporations.
2. Proof of Commercial General Liability Insurance with the Government of the Virgin Islands as Certificate Holder and Additional Insured as indicated on Endorsement (policy number on endorsement must match policy number on certificate). An endorsement that explicitly names the Government of the Virgin Islands as an additional insured is required— blanket insurance endorsements that do not name the Government of the Virgin Islands are not accepted)
3. Proof of Worker's Compensation Coverage/ Government Insurance Coverage
4. Proof of Professional Liability Coverage with Government of the Virgin Islands as Certificate Holder for professional services contract. Professional services include but are not limited auditing and accounting firms, doctors, lawyers, architectural and engineering services, consulting, marketing firms. Professional liability (also known as errors and omissions/ malpractice insurance) is required only to professional services contracts where the Government will rely on the advice and services of the Contractor in its decision-making processes OR where the government can suffer harm/ losses from faulty performance of the services from the quality of the contractor's work.
5. **Corporations (Inc., Corp, Co., Corporation)**
 - a. Articles of Incorporation (and applicable amendments)
 - b. Tradename Certificate if company uses a tradename (valid for two years)
 - c. Certificate of Good Standing (valid from July 1st thru June 30th)
 - d. Corporate Resolution on company letterhead (signed/ attested & dated by corporate secretary authorizing signatory)
6. **Limited Liability Company (LLC)**
 - a. Articles of Organization (and applicable amendments)
 - b. Tradename Certificate if company uses a tradename (valid for two years)
 - c. Certificate of existence (valid from July 1st thru June 30th)
 - d. Memorandum Authorizing Signatory on company letterhead (signed/attested by secretary or all members)
7. **General Partnerships**
 - a. Partnership agreement (if it exists)
 - b. Memorandum authorizing signatory signed by all partners or secretary if one exists (valid for two years)
 - c. Tradename Certificate if company uses a tradename (valid for two years)
8. **Limited Partnerships (L.P/LLP/ LLLP)**
 - a. Certificate of Limited Partnership or Statement of Qualification for LLP/LLLPP
 - b. Tradename Certificate if company uses a tradename (valid for two years)
 - c. Certificate of Existence (valid from July 1st thru June 30th)
 - d. Memorandum Authorizing Signatory on company letterhead (signed/attested by secretary or all members)

9. Sole Proprietorship

- a. Tradename certificate if a tradename is used (valid for two years)

Note: Documents listed in Nos. 1-3 above are required for all contractors. Documents listed in No. 4 apply to professional services contracts only. Documents listed in Nos. 5-9 are specific to each organization type, and are required in addition to the documents listed in Nos. 1-3 and 4 (if applicable). If a contractor is not performing work in the Virgin Islands and do not require local documents, agency has an obligation to verify expiration dates of all documents in the applicable state. Do not submit expired documents to DPP.

Tax Assessor Division

**UNITED STATES VIRGIN ISLANDS
OFFICE OF THE LIEUTENANT GOVERNOR**



Scope of Work CAMA SYSTEM RFP



Prepared by:

Welby E. Warner – Special Assistant

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Intent of RFP

This Request for Proposal (RFP) is intended to provide vendors with a common, uniform set of instructions to assist them in the development of their proposals and to provide a uniform method for the Tax Assessor to fairly evaluate proposals and subsequently select a vendor to provide for the conversion and installation of a Computer-aided Mass Appraisal System for the Office of the Tax Assessor.

The RFP provides minimum specifications and key features for functional requirements related to the organizational objectives, information on applications, number of users and transaction volumes. Vendors are invited to propose a solution that will effectively and efficiently achieve our goals and objectives as well as provide for future growth. This proposal is intended to be a summary and not inclusive of all operations and potential needed requirements. Vendors are to propose an effective solution that meets or exceeds the needs of the Tax Assessor of the US Virgin Islands.

Background

The Territory

The United States Virgin Islands (USVI) is an unincorporated territory of the United States of America and consists of four primary islands plus a number of smaller uninhabited islands and cays. The main islands are St. Croix, comprising about 82 square miles, St. Thomas, about 32 square miles, St. John, 23 square miles, with over 50% devoted to a National Park, and Water Island, about three-quarters of a square mile.

For purposes of tax assessment, real property is divided into four classes, land, residential, commercial and timeshares, each having a separate tax rate applied to it. The total number of parcels is just under 90,000, with residential just under 34,000, timeshares just under 29,000, land under 21,000 and commercial almost 6,000 parcels.

The property tax bill for each year reflects assessments as of January 1 of that year, and is usually issued in June of the year.

The Legal Framework

The Virgin Islands Code, embodying the laws of the USVI, requires that the Tax Assessor assess all real property annually at its current market value with the exception of agricultural land which is currently assessed at seventy-five (75%) of market value.

Current Systems

The Tax Assessor currently uses the Sigma CAMA system from Thompson Reuters which is slated to be phased out with no future updates being made available. The data collection and valuation of properties is collected in this system and when the tax roll is ready, the values are exported to another system for preparation and issuance of the tax bill, and recording the payment and collection of taxes

billed. There is no direct electronic interface between the two systems so data is exported from one, and imported into the other, usually in excel or text format.

Required Enhancements

GIS-Centric

Within the Office of the Tax Assessor there is a GIS department which creates maps of the territory using map information collected in the Cadastral department as well as from fly-overs done for the purpose of mapping the land surface of the territory. The GIS department uses ArcGIS from ESRI to perform its functions, but at the present time the GIS resources are not used as part of the assessment functions. The ability to use ArcGIS for assessment purposes is an important feature and this must be included as part of the new CAMA system. The ability for the assessor to produce maps of areas that are to be inspected in the field, and to update the information from field inspections into the GIS system for future use, is a very important function for the new CAMA system. Data must be related to the Maps, and the Maps must be related to the Data in ArcGIS.

Latest Market (Sales) Data

Additionally, the importation of property sales information from the Office of the Recorder of Deeds for sales data to be used in the market approach to value is not a feature of the present system. Sales data is imported into the billing and collection system, then property updates are made before that information is available for the CAMA system. The new CAMA system must have the ability to receive the sales data and include the functions for managing the parcel changes, subdivisions or consolidations of parcels.

Traditional Assessment Standards

The Tax Assessor is required to use the traditional cost, market and income approaches to value, and all three (3) traditional approaches to value shall be included in the new system. However, the cost approach to value shall be table driven utilizing Marshall and Swift with current and local multipliers. Annual updates to the costs shall be available in an electronic format. Also functions like Multiple Regression Analysis (MRA) are also utilized by the Tax Assessor for analysis or for establishing fair market value of property and providing comparable sales. The inclusion of statistical methodologies (e.g., MRA and Feedback) for analysis and appraisal is required. Multiple year valuation functionality (next year appraisal What-If capabilities) with historical data must be available. What-If queries shall have the capability to roll value over to current year main real estate file. Finally, the Tax Assessor is required to adhere to IAAO Standards.

Advanced Analytical Capability to be Included

The system shall have the flexibility to make changes and perform What-If analysis in a working file separate from the main tax file without value changing on current reporting needs until the value is rolled into the current tax year. Users shall be able to change valuation tables and schedules on a what-if basis and note the results in terms of new values, ratio studies run on the new values, and so forth. This would require different table levels (e.g., future or test), that could be used without over writing the current tables and values. The new system shall support the appraisal of property classes,

specifically residential, commercial, land, and timeshare. The system shall provide the ability to produce market value estimates for both vacant and improved parcels of land.

Capture of New Cadastral Data

At the present time, a manual process is used to capture Cadastral data related to new maps, subdivisions, consolidations, or other changes in land allocation or use. The new CAMA system must allow for the automation of the capture of this information from Cadastral and make it available to the ArcGIS functions and mapping capabilities of the GIS system used in the GIS department.

We need to index the maps so that there is minable data that a database can use.

We need a geodetic system depicting longitude and longitude to benchmark exact locations within the Territory. Applying geodetic using the benchmark project. 2 levels to this. Require Public Surveyors to start using the geodetic network.

Important Definitions

CAMA: Computer Assisted Mass Appraisal System.

E-government: Government's use of information technology to exchange information and services with citizens, businesses and other arms of government.

GIS: Geographic Information Systems: a collection of computer hardware, software and geographic data for capturing, managing, analyzing and displaying all forms of geographically referenced information.

Proposal Requirements - A CAMA system must provide the key functions of Data Management, Valuation, Performance Analysis, and Assessment Administration, as further described below.

CAMA Standard Requirements

Data Management

The system must be able to provide reliable data. Required data elements include property ownership, tax map reference, current use and highest and best use (zoning), physical property characteristics for both land and buildings, site data (access and utilities), sales data, income and expense data, and other pertinent market data. The system must provide for the efficient collection, storage, maintenance, and security of the data. Important features must include:

- (1) The ability of users to define which variables (data items) to collect and maintain. Important variables can vary among communities.
- (2) Edit capabilities. The system should include range and consistency edits to help ensure the integrity of the data.
- (3) Multi-year processing. Users should be able to update records for at least the current and forthcoming assessment years simultaneously.

- (4) **Data security.** There should be various provisions for password protection and data backup, so that data is not lost and can only be changed by authorized users.
- (5) **Audit trail.** The system should keep track of the last several changes to a property, including what was changed and by whom. Values from at least the previous year should be available for comparison with the current value.
- (6) **Sketching capabilities.** The system should have the ability to enter and print building perimeter sketches, so that these do not have to be hand drawn on field cards. The system should also be able to calculate building areas from the sketches.
- (7) **Sales codes.** There should be a series of codes for indicating whether real estate sales are valid indicators of market value and, if not, why.
- (8) **Separate sales file.** The system should logically separate production and sales data, so that a "snapshot" can be maintained of properties at time of sale.
- (9) **Tracking system for building permits, abatements, changes in use, lot splits, lot assemblage, etc.** tied into the audit trail and a reporting function.
- (10) **Income and expense data.** The system should provide for the maintenance of income and expense data, so that the income approach to value can be automated.
- (11) **Inquiry and reporting.** Users should have the ability to make ad hoc queries to the system, for example;
- parcels contributing to tax base
 - growth abated parcels selected
 - property reports
 - retrieve all homes built between two specific years
 - list all properties with a prescribed number of dwelling units

The user should be able to build reports for the selected parcels or to export the data to a file for external analysis, for example, with a spreadsheet program.

Valuation

In mass appraisal, valuation involves automated applications of the sales comparison, cost, and income approaches to value. The system should support all three approaches. Some specific desirable features include the following:

- (1) A replacement cost module tied to commercially available cost manuals, so that costs can be routinely updated.
- (2) Flexibility in depreciation schedules, so that users can develop and modify the schedules by property type, building quality and neighborhood as appropriate.

- (3) Cost trend capabilities that allow users to adjust cost values to the market by at least property type and neighborhood.
- (4) A land valuation module that allows the user to determine units of comparison (acre, square feet, front feet, depth, site), standard unit values, and site, topographic or neighborhood adjustments.
- (5) Standard statistical procedures, including measures of dispersion and graphics, that can be used to compute typical sales price per unit and help develop benchmark values, depreciation schedules, and market adjustments.
- (6) A sales comparison module that will retrieve a desired number of the most comparable properties to a given subject property based on a mathematical algorithm. Optionally, the system may adjust the comparables to the subject.
- (7) A multiple regression feature for use by jurisdictions with adequate sales. Adaptive estimation procedure (AEP or "feedback") can also be used.
- (8) A spreadsheet module for use in income and expense analysis.

Performance Analysis

Assessment performance is largely evaluated through sales ratio studies, which compare appraised (assessed) values with recent sales prices. Because of the crucial importance of appraisal performance, the system must have a good performance analysis system. Some specific aspects include:

- (1) Ability of the user to specify sale date range and other parameters (e.g., sale codes) for parcels to use in analyses.
- (2) Standard measure of assessment performance, including median, mean, weighted mean, coefficient of dispersion (COD), and price-related differential (PRD).
- (3) Ability to stratify data by neighborhood, size ranges, age groups, and so forth.
- (4) Graphics capabilities, including bar charts and scatter diagrams, for displaying results.
- (5) Ability to analyze values by "value source," so that one can, for example, compare the performance of values based on the comparable sales approach versus the cost approach.

Assessment Administration

Assessment administration includes a variety of functions related to preparation of the assessment roll (commitment) and general administrative activities. They include processing exemptions or credits, generating form letters and assessment notices, computing use-value assessments, processing abatements, and preparing miscellaneous reports. In addition, it should be able to perform tax billing and collection functions, or provide an interface to a separate billing and collection module. Further, it must provide for tax mapping, and interface with geographic information systems (GIS), providing

the ability to generate GIS maps from CAMA queries and reports, and video imaging, in which pictures of properties can be retrieved on-line for use in, say, value review and the evaluation of abatements. With respect to the application of credits and exemptions, the system must be able to utilize an application to verify data for eligibility of application of credits and exemptions.

System Requirements

1. The Proposed System:

The proposed system shall integrate with the Tax Assessor's GIS system, Esri ArcGIS 10.2 (server and desktop). Specifically, the system must:

a. Ensure the efficient and accurate capture of data:

The proposed system must incorporate the billing and collections of real property in an integrated database, or provide an interface with an external billing and collection system. The system must allow for the efficient capturing of data to avoid duplication of data entry thus reducing the cost and the potential for errors.

b. Provide convenient and secure access to information and services:

The proposed system will use the Internet and web based technologies to allow customers (both internal and external) to research tax information 24 hours a day, 7 days a week and at a time and location convenient to the customer.

c. Deliver timely and effective responses to customer requirements:

The proposed system will use the concept of e-government to allow quick and accurate data inquiries to occur without customers having to visit the Assessor's or Treasurer's Offices. The proposed system will provide workflow management capabilities to ensure timely service delivery.

d. Integration of Tax Assessor's technological infrastructure:

The proposed system shall provide a secure method of handling data to ensure system integrity, accountability and availability. The system should provide an audit trail of server and application access. There shall also be an audit trail of daily data entry. To ensure security, back-end server applications must run as a service.

Assessor's General Requirements:

Vendor to define data entry, search, cataloging and tracking of data abilities within the submitted proposal.

In order to allow mass change capabilities, the Tax Assessor or Tax Collector shall be able to create and query, create changes, view changes, undo changes and view results before changes are made. This applies for the entire system. The system shall also log any activity and store that information per record and field for reporting purposes.

The system shall have the ability to store current and historical information for all tables and data associated with assessment files, appraisal files, and appraisal files by tax year, for current year and at minimum ten (10) years prior. The operator should be able to research property characteristics and

valuation levels online for prior years; as well as the ability to add, modify, and delete records for the future tax year.

For agricultural parcels for all records the system shall have an appraisal file that allows the user to make changes through-out the entire tax year. The system shall provide a separate appraisal file for land and improvements, including agricultural land, with the capability to transfer data into the current year appraisal and assessment file. System shall have the ability to produce large volume of documents capable of being printed on printers available in the Department. (e.g., Change of value notice, Tax Lists, etc.).

Property Record File and Card Requirements:

The system shall have the capability to produce the property record card and property record file information for each real property parcel by tax year.

The property record file contains the property record card, worksheets, supplemental data, and transfer information. All portions of the file shall be interrelated through codes and references, which shall be recorded on a property record card. The property record card is a master summary of information located on the front of or cover of the property record file and shall serve as a reference to and inventory of all portions of the property record file. The property record card shall contain a summary of required data relevant to the parcel it represents.

Each property record card shall contain, at minimum, the following:

- a. Legal description;
- b. Deed book and page of last deed of record during the past five (5) years and any changes of record ownership including an area for noting splits or additions to the original parcel during the past five (5) years;
- c. Current record owner name and mailing address;
- d. Situs address of the parcel if different from the owner's mailing address if applicable;
- e. Cadastral map book and page numbers, or GIS reference number if applicable;
- f. Current property classification code;
- (g) Property Identification (PID) Number attached to all parcels;

Each property record file shall contain, at minimum, the following:

- a. A picture of the improvement or main structures if applicable;
- b. A sketch of the improvement or main structures if applicable;
- c. A ground plan sketch or aerial photograph if there are multiple improvements in

addition to the main structures if applicable;

e. Four (4) or more prior year's history of the final assessed value of land and improvements. Also a complete history of each incremental adjustment or change made within an assessment year to the assessed value of the parcel recorded in the file, including the nature of the change and an indication of assessment body or official ordering the change;

f. Other codes created by the Assessor that are relevant to the specific parcel, such as coded expressions for the legal description, account numbers or other identifiers;

g. The property record file shall contain a correlation section that summarizes the results of each approach to value that has been completed for the parcel. Also, there shall be final estimate of value.

Required Coding for Real Property Parcels:

The system shall provide necessary codes and fields, at minimum, for the following:

a. Unique account number or parcel identification number for each real property record that is used for all data files or sub-files relating to the property;

b. Parcel Identification Code, series of numeric codes to identify Island; Estate; Estate and Neighborhood Subdivisions as defined by the Tax Assessor, Street, and Parcel Number;

c. Property Classification Code: series of numeric codes to identify Status, Property Parcel Type, Zoning, Location, Island, Neighborhoods, sub-Neighborhoods, Parcel Size;

Real Property Transfer Information (Deed Capture):

The system shall provide the Assessor with the ability to capture real property sales transaction information at minimum including:

a. Information contained on the Real Estate Transfer Statement at minimum including names of sellers and buyers, the purchase price paid, the interest transferred, documentary stamp tax;

b. Unlimited number of conveyance/deed records per parcel;

c. Qualification and transaction type coding;

d. Real Estate Transfer Statement tracking of forms filed;

e. Combination and split tracking (e.g., parent parcel/child parcel relationships);

f. Owner tracking of many properties to single owner;

g. Owner tracking of many owners of a single property;

- h. Mass subdivision parcel creation;
- i. Sales verification questionnaire and capture of data—this should be based on IAAO standards;
- j. Identify and capture the sold and unsold parcel's valuation and property characteristics at time of sale.

Ownership Name/Address, Contract Name/Address, Mailing Name/Address:

The system shall provide the Assessor with the ability to capture name and address information for the real property parcels at minimum including:

- a. Primary owner name and secondary name (i.e. in care of name), address, state, zip code (extended zip if applicable);
- b. Multi owners with ownership interest in a common parcel;
- c. Contract owner name and secondary name (i.e. in care of name), address, state, zip code;
- d. Mailing name and address, state, zip code (extended zip if applicable) – ability to designate this as overriding name/address for notices or tax billing;
- e. Ability to attach primary ownership information to one (1) or many parcels and facility name or address changes;
- f. Ability to attach contract ownership information to one (1) or many parcels and facility name or address changes.
- g. Print/export this data onto labels, as needed.

Building Permit Tracking:

- a. Allow for unlimited number of permits per account, at minimum, building permits;
- b. Tracking method for completion of building;
- c. Tracking method for Appraiser inspection;
- d. Identification of new construction source (e.g., drive by, taxpayer, permit, etc);
- e. Electronic mass input of building permits;
- f. Applicant/Builder;
- g. Date of permit; and

h. Permit value.

6. Credits against the tax, which have replaced exemptions.

Valuation, Cost Approach:

The proposed system shall be able to apply the cost approach to agricultural, residential, commercial, and industrial improvements with depreciation analysis and tables.

The cost approach shall be based on Marshall & Swift's Valuation Service which produces replacement cost new. Any such system shall be table driven and fully documented including complete definition of all data elements.

The cost system shall be able to price effectively all taxable and exempt structures found in the USVI. Computer tables should handle virtually all structure types and features, although unique structures and features can be priced manually. Costs should include all applicable direct and indirect costs.

The system shall contain automated adjustments for all significant building characteristics and extra features, including wall type, roof type, heating, cooling, fireplaces, swimming pools, sheds, and so forth. Tables should contain appropriate percentage, dollar per unit, or lump sum adjustments for such features.

A separate field shall be included specifying the extent of any remodeling by year. The cost approach should be able to calculate replacement cost new (RCN) and replacement cost new less depreciation (RCNLD). Accordingly, the system should save these items when cost values are recalculated and make them available to the user for query and analysis.

The system shall have the ability to implement both Marshall and Swift depreciation tables and market derived depreciation tables with the ability to produce graphical output of data through scatter plots, bar charts, histograms, and other basic charts. Historical ability of all tables is required.

Valuation, Income Approach:

The income approach is normally applied to income producing (agricultural, land, commercial, industrial, rental residential units) property. The income approach will be the predominant approach in the appraisal of income-producing properties.

a. The system shall allow for a facility to be entered for rent data at the tenant building and parcel levels. The system shall allow for entering rent information, including base rent and the cost of air conditioning, electricity, water, taxes, and leasehold improvements at the occupancy or tenant, building, and parcel levels. Data entered at the tenant level shall be aggregated to the building and parcel levels, and data entered at the building level shall be aggregated to the parcel level. Thus, there will be two (2) data fields for tenant rental and expense data at the building and parcel levels, one (1) that provides for direct entry and the other accumulated. In addition, the system shall accommodate such data for multiple appraisal years.

b. The system shall allow for a facility to be entered for income data at the tenant, building and parcel levels.

Analogous to the treatment of tenant rental and expense data, the system shall allow for entering the owners income and expense data at the tenant, building, and parcel levels and aggregating such data at the tenant and building levels to the next higher level. Again, this implies both direct entry and aggregated fields for income and expense data at the building and parcel levels and multiple assessment years shall be accommodated. Expense data should be maintained by category (e.g., maintenance, insurance, and management). Property taxes will sometimes constitute an allowable expense and will sometimes be reflected in capitalization rates.

c. Income tables and models

The system shall have the ability to build income tables or specify income models for application to subject parcels. These tables or models shall include, at minimum: market rents, vacancy ratios, expense ratios, gross rent multipliers, effective tax rates and overall rates. Tables should be queried by user specified characteristics, such as building class and type, use code or major grouping thereof, neighborhood, construction quality, apartment, office, retail, flex space, warehouse, hotel/motel, marina, general and effective age.

d. Multiple building and mixed use parcels

The system shall have an income system to accommodate multiple building and mixed use parcels. Tables of market rents and vacancy ratios should be provided at both the tenant and building levels. Expense ratio, gross income multiplier, and capitalization rate tables should be provided at the building level, although results should also be imputed and stored at the parcel level.

e. Override capabilities

Appraisers shall have the ability to override income, expense, and capitalization rates to recognize unique features or conditions. This can be accomplished through a direct override of these parameters (e.g., change the expense ratio) or the ability to override gross income and expenses (or net income). There shall also be the capability to value excess land.

f. Use of Actual Rents and Expenses

Rents and expenses used in the income approach will often be based on table-generated values. However, the US Virgin Islands Government also requires the ability to use actual figures by setting switches or indicators for individual parcels. This shall be available for use on all property. Users should be able to query on the actual estimated indicator fields.

g. Sale parcels

Income analysis require the merger of income, sales, and property characteristics data at the parcel level. The US Virgin Islands Government can extract data from the parcel, sales, and commercial property characteristics files and merge, aggregate, and analyze these data. The US Virgin Islands

Government can extract data from the residential and property characteristic files for use in establishing the gross rent multiplier.

h. All parcels

The system shall have the availability of data on key property characteristics, such as size and construction quality, for all parcels (not just sale parcels). Since commercial properties often have multiple building records, this requires the ability to 'collapse' these data to a single record (total square feet, average construction quality, etc.) as described above for sale parcels.

i. Automated single-property appraisal techniques

Values for some income properties cannot be calculated on a mass basis. Instead single-property appraisal techniques shall be used. The system shall allow the Appraiser to enter the necessary data and assumptions and the computer calculates the value. The system shall allow for automation of the following:

- i. Discounted cash flow analysis
- ii. Mortgage-equity analysis
- iii. Residual capitalization techniques
- iv. Leasehold capitalization
- v. Direct capitalization using an overall rate
- j. Tracking of income and expense forms

The system shall have the ability for tracking income and expense forms, including date issued, date returned, etc. The system shall be able to identify parcels for which forms have not been returned, so that Appraisers can track results by property type or other criteria and generate new forms as required. The system shall accommodate and annualize monthly or daily rental rates. Direct entry of data shall include the ability to enter miscellaneous income as well as adjustments to all income for such things as rent loss, excess land, personal property deductions, etc.

The printed income and expense report shall follow a conventional single property appraisal format.

Valuation, Sales Comparison Approach:

The sales comparison approach is typically used to value all types of property. The primary statistical analysis and modeling tools will be Excel or other type of statistical package. Sales analysis models should be applicable to residential, agricultural, commercial, industrial and mobile homes.

The ability to analyze statistical data is essential to the appraisal process. Statistical analysis is also used to ensure the uniformity of the results and as a quality control tool. The system shall provide the ability to maintain tables of market-derived per-unit values and adjustments. The Tax Assessor intends to use multiple regression models for residential properties. Bidders shall propose modules which will satisfy this intent through contractor supplied modeling and/or features that will complement or enhance this approach. The capability to apply specific historical tables, along with time adjustments should be included. The capability to freeze data override is a requirement as of a specific date.

a. Residences and apartments

The system shall contain tables of benchmark per-unit values for residential and apartment properties. Chosen units should conform to those normally used in market analysis, for example, square feet for single-family residences and rental units for apartments. Users should be able to determine strata used in the analysis, for example, neighborhood, construction quality, and age group. The system should also take into account that there are many multi-unit residential properties in the Virgin Islands. For the purposes of tax assessments, residential housing with 1-4 units are taxed at the residential rate, while those with 5 or more units are taxed at the commercial rate.

b. Commercial/industrial properties

Where adequate sales are available, the market approach is also useful for commercial/industrial properties. Accordingly, the system should maintain tables of benchmark per unit values for commercial properties, similar to those for residential properties. Application of such tables, however, is complicated by multiple improvement parcels. Either values can be computed for individual buildings and summed to the parcel level or key data can be aggregated to the parcel level and values computed there.

c. Adjustment tables

Tables shall contain adjustments for important property characteristics not used in per-unit value calculations. For residences, these features would include views, pool, topography, etc. For commercial properties, they could include heating/cooling, wall type, and so forth. These tables can either match those used in the cost approach or be user-determined depending on the user's preference.

d. Condominiums and townhouse valuation tables

The system shall have the capability of valuing condominiums and townhouses using the sales comparison approach. For these properties, the new system shall feature tables of per-unit values by complex based on either individual units or square feet as the unit of comparison. Tables shall also provide for adjustments for features that may vary among units in the same complex, such as interior versus end unit, side of building, floor level, fireplaces, porches, locational variations, and parking.

e. Enhanced multiple regression analysis

Any proposed regression analysis shall have the following features:

- i. Allow users to select any number of variables for inclusion or exclusion
- ii. Allow users to specify significance or "cut-off" levels
- iii. Provide for unlimited data transformations
- iv. Include the correlation matrix and "goodness-of-fit" statistics
- v. Provide for saving the predicted values and residuals
- vi. Be easy to use and explainable to the property owner
- vii. Be able to operate in batch mode

viii. Be able to display data in graphic form

The following are advantageous:

i. Be able to operate in both batch and interactive modes by pointing and clicking rather than typing commands

ii. Support for constrained regression

iii. Provide for the identification and discounting of outliers

f. Base home tables

The system shall convert MRA models to table format in order to increase understanding and explanation. Such tables would show the value of the standard or base home in each neighborhood and the dollar or per square foot amounts to be added or subtracted for difference from the base home. The system shall allow the development of such tables and conversion of the program independently.

g. Comparable sales selection

The system should be able to show the methods, means and weighting systems used in selecting comparable sales in sufficient detail. The user shall have the capability to insert or exclude selected sales in the comparable sales analysis and have them reported on the comp sheet. Comp sheets shall show a market adjustment grid including property characteristics, sales information and dollar adjustments. The system should store the parcel numbers and sale dates of the comps used in each yearly valuation cycle.

h. Gross rent multiplier

The system shall have the capability of building and maintaining tables of rents and multiplier factors by neighborhood for use in applying the gross rent multiplier method of valuation. These tables shall be user modifiable.

i. Handling multi-use parcels

The system shall be able to apply the comparable sales approach to a single unit on a multi-unit parcel (e.g., a residential use card on a multi-card parcel).

j. Preliminary Data Analysis

The user should be able to run descriptive statistics by user defined strata. Graphical depictions are required.

k. Sales and Outlier Research

The user should be able to run descriptive statistics by user defined strata. Graphical depictions are required.

l. Defining the Model

In the case of residential parcels, neighborhoods should be assigned to a neighborhood group and sub-neighborhood groups created and assigned to a model. For variable selection, the user should be able

to transform data using logical expressions including nested if-then statements. For diagnostic purposes, the user should be able to plot each independent variable against the dependent variable. Descriptive statistics should be available for each variable tested in the model and each variable used in the transformations. Descriptive statistics would include the mean, standard deviation, skewness, kurtosis, smallest value with z-score and case number, and largest value with z-score and case number.

The type of regression should be stepwise regression, forward stepping. There should exist a default F-to-enter and F-to-exit or the ability to specify cutoff values for a particular problem. When running interactively, there should exist the ability to select the variable to enter or exit at each step. Thus, the user can control the order of entry. The user should also have the ability to force a variable to stay in the equation regardless of the F-to-enter and F-to-exit values. There should also exist the ability to assess the interplay of deleting influential cases interactively. Constrained regression should also be available which would allow the user to force coefficient values or a range of values for specific variables.

m. Model Results and Testing the Model

The program should print a summary table reporting the variable entered, multiple R, R squared, change in R squared, and the F-to-enter at each step. Also printed should be a correlation matrix of variables, summary table of regression results, and the serial correlation along with the Durbin-Watson statistic.

Output should include for each case the residual, predicted value, and variable data. The number of standard deviations that lie between the value and the overall mean should be notated. For example, three (3) asterisks might represent three (3) or more standard deviations. The following plots should be available for testing the model:

- i. Plot of residuals against predicted values;
- ii. Observed and predicted values of dependent variable plotted against values of independent variables;
- iii. Residuals plotted against independent variables, and
- iv. Normal probability plot of residuals.

There should exist the ability to save predicted values, residuals, regression diagnostics, and data for further analysis in other software.

n. Comparable Sales Selection

This program should be flexible and allow the user to state the minimum and maximum number of comparables and provide the ability to input specific sales to be used as comparables. Adjustments to the sales should be defined by either the system generated model or the override model. The program which would generate the comparable sales sheets should allow flexibility in reporting features and layout, such as the names used for the variables to be printed. Comparable sales sheets should include date generated and valuation year. The option should be available to display hearing results or

notation of pending hearing on the comparable sales sheet. The comparable sales sheet should display the results of all approaches to value as well as the model result.

Ratio Studies:

The system shall have sales ratio capabilities. Sales ratio statistics shall constitute part of the value summary reports. In addition, there shall be a parameter-driven sales-ratio program that displays traditional sales ratio statistics by strata.

a. Sales listing

Users shall be able to obtain reports listing all sales used in sales ratio calculations. Users shall be able to specify the sort and break sequence and select or modify the variables shown in the reports.

Value Reconciliation:

The system shall produce values based on the cost, income, and sales comparison approaches. Appraisers shall have the ability to select the value deemed most applicable or to assign an override value. In addition, there shall be a capability for changing values during the appeals process. Reports shall summarize existing values and highlight any parcels for which values could not be computed.

Sketch Package and Digital Image Integration:

The sketch system shall be a fully integrated part of the overall appraisal software with the ability to perform on-line sketching of all improvements. Square footages of each component shall calculate automatically and populate the database. The proposed system shall allow for integration with the Tax Assessor's ArcGIS software.

Handheld Applications:

The US Virgin Islands Government requests the ability for a mobile solution. The software for these portable units shall process data in the field in the same manner as an in-house workstation. The use of this approach or some other efficient method is used to reduce the data entry requirements once the information is captured in the field.

Appraisal Reviews, Appeals:

System shall have the ability to track the appeals process and produce documentation to submit to the US Virgin Islands Government Board of Tax Review, (BOTR) on all types of property in the US Virgin Islands. The documentation shall include a detailed breakdown of the method used to value the property including the cost calculations, sales comparison adjustment grid, income calculations and tracking taxable status. The process shall also allow standard answers to be pasted into a response to the appeal, review, and protest forms. The process also allows for printing property record files from historical files.

INFO PROVIDED BY PROPERTY & PROCUREMENT

1. The content of the cost proposal submitted to the US Virgin Islands Government, including technical specifications for any equipment, shall remain valid for at least one hundred and eighty (180) calendar days from the proposal due date.
2. **Vendor Demonstrations.** Demonstration of the selected finalists will be scheduled by the US Virgin Islands Government after publication. All costs associated with such product demonstrations will be the sole responsibility of the Vendor. The demonstration of software must include, but is not limited to, the following elements:
 - a. Vendor introduction and background.
 - b. Explanation and demonstration of how users navigate through the system and system security.
 - c. Demonstration of data entry input process.
 - d. Explanation of system design concepts and architecture including system tables and integration of these tables into the individual sub-systems.
 - e. Demonstration of “Search” or “Inquiry” capabilities to illustrate above concepts and to demonstrate other types of data retrieval functions available to the users.
 - f. Demonstrate how the system communicates between the departments.
 - g. Explanation of proposed system interface processes.
 - h. Explanation of mobile client and capabilities.
 - i. Demonstrate printing functions and reporting capabilities.
 - j. Demonstration of user-modified customization to screens, reports and defined fields.
 - k. Conversion process from existing software.

The Government of the US Virgin Islands will allow as much as one full day for each Vendor demonstration. The Vendor will supply a preliminary time schedule and outline for the demonstration. This will allow staff to plan accordingly. If utilizing the US Virgin Islands Government network, the Government of the US Virgin Islands Information Systems Department will verify that the machine being used has proper anti-virus software and is virus free. The US Virgin Islands Government desires the use of actual US Virgin Islands Government data for the purposes of the software demo. This data will be provided at the Vendor’s request prior to the demonstration.

3. Format Requirements

The Government of the US Virgin Islands requires that Vendor proposals be submitted in the format outlined in this section. Various parts of the proposal shall be clearly marked. The US Virgin Islands

Government reserves the right to require additional information or materials after the proposals are submitted. Such information shall be provided to the US Virgin Islands Government at no cost. Failure to complete any portion of the request may result in rejection of the proposal. An officer of the company who is authorized to negotiate for the company and bind the company contractually must sign the proposal.

a. **Introduction:** Cover letter, title page with vendor contact data and signatures, table of contents. Vendor contact data should include contact name, address, phone number and email address.

b. **Cost Summary:** All costs are to be completely itemized for modules, third party products and services. If the system can be sold as modules, the cost for each module should be listed individually. Third party products need to have manufacturer names and model numbers with the associated costs.

c. **Vendor Background and Qualifications:** Format with narrative responses to the following questions and provide the necessary documentation for each item listed below.

i. Provide vendor address and telephone numbers for the corporate headquarters, office that will be handling The Government of the US Virgin Islands' account and the implementation/support office.

ii. List the sales team, implementation team and key staff that will be assigned to the Government of the US Virgin Islands account. Include name, business address, phone number, email address, qualifications, tenure with the company and resume.

iii. Specify the number of years the Vendor has been in the public sector software business.

iv. Provide a chronology of the company's growth, history, staff size and ownership structure.



Office of the Lieutenant Governor
Real Property Tax Division
Office of the Tax Assessor

ADDENDUM to CAMA SYSTEM RFP



Prepared by: Dolace McLean, Ph.D., Esq. on behalf of the
Office of the Tax Assessor

ADDENDUM TO CAMA SYSTEM RFP



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TIMELINE OF PROJECT

2 years for Analysis of Current System and Implementation of New System.

1 year for post implementation training.

5 years non-renewable contract for recurring maintenance, hosting, and technical support

The Tax Assessor will evaluate proposals and subsequently select a vendor to provide for the conversion and installation of a Computer-aided Mass Appraisal ("CAMA") System for the Office of the Tax Assessor. Vendors must be able to complete the project within two (2) years from the date of execution by the Governor of the Virgin Islands.

THE CAMA software must provide the USVI with a solution that meets photo and data capture, and value adjustment needs. The system must be tailored to provide the USVI with a long-term solution that facilitates specialized statistical and valuation support to be performed by the USVI team.

TIMELINE DELIVERABLES

- 1. Analysis Phase – projected timeframe for the analysis of the USVI current data system and needs is set at 3 months.**

Within the Analysis Phase, the vendor must produce written documentation of the assessed needs of the Assessor Office, as well as the proposal for meeting those needs within the two (2) year timeframe.

- 2. Implementation Phase – projected timeframe for implementation of the new system is set at 15 months.**

The Implementation frame should not interfere with the billing cycle, which normally runs from January 1 to June 1. In fact, the implementation cycle should precede the billing cycle so that deployment coincides with bill preparation.

- 3. Testing Phase – projected timeframe for the testing phase of the new system is set at 6 months.**

During the Testing Phase, there must be a parallel test site on the new system where the Assessor team can select sources and run values before moving into production of the tax bills in the live section of the new system.



TRAINING

The Tax Assessor has very specific training requirements that must be provided by the new system as set forth below:

1. **System Analysis:** must have an active, on-site business analyst who will monitor the system and train staff how to capture accurate data using integrated GIS and Cadastral systems.
2. **Valuation Analysis:** must train staff on how to perform statistical valuation based on select source and data input.
3. **Manual Creation:** must create manuals that document the process for creation of tax bills based on data capture and statistical analyses of value using Multiple Regression Analysis.
4. **System Integration:** new system must integrate the electronic maps provided by the GIS department and the physical maps provided by the Cadastral department. System must be customizable for the USVI team to create its own codes and determine sub-neighborhoods.
5. **Integration of the Office of the Recorder of Deeds:** The new system must be able to import property sales information from the Recorder of Deeds to be used in the market valuation approach. The new CAMA system must have the ability to receive the sales data and include the functions for managing the parcel changes, subdivisions and consolidations of parcels.
6. **Data Analysis:** must train staff on how to capture relevant data based on sales information. It is expected that staff will be trained in the cost approach to value using the Marshall and Swift with current and local multipliers. Annual updates to the costs shall be available in an electronic format.
7. **Training expected in the areas already documented in the main body of the RFP but are highlighted again to underscore importance of training that must accompany the new system for at least one (1) year post-implementation.**
 - Ratio Studies
 - Value Reconciliation
 - Sketch Package and Cadastral Image Integration
 - GIS integration
 - Handheld Applications
 - Appraisal Reviews and Appeals. Appeal documentation to include a detailed breakdown of the method used to value the property including the cost calculations, sales comparison adjustment grid, income calculations and tracking taxable status. Training on standard answers to respond to appeals based on a user-friendly system analysis of comparable sales within neighborhoods.



OFFICE OF THE LIEUTENANT GOVERNOR PERSONNEL OVERSIGHT

33 V.I.C. § 2361 provides that the Lieutenant Governor of the United States Virgin Islands is responsible for the administration and enforcement of all laws relating to the assessment, levy and collection of real property taxes. The responsibility for the assessment of real property taxes has been assigned to the Tax Assessor. 33 V.I.C. § 2363

The personnel in charge of the implementation of the new CAMA system are listed in order of priority:

Office of the Lieutenant Governor - Tax Assessor and Assistant Tax Assessor
Office of the Lieutenant Governor - Director Information Technology
Office of the Lieutenant Governor - Chief of Staff
Office of the Lieutenant Governor - General Counsel
Office of the Lieutenant Governor - Director Business Administration

INSTRUCTIONS FOR PROFESSIONAL SERVICES CONTRACT:

1. These instructions are not a part of the template, do NOT submit these Instructions to DPP.
2. All information in red font must be updated by the User Agency in completing the contract. The red font is meant to draw the user agency's attention to the areas which require changes. Upon updating the required sections, please change the font color to black. DO NOT SUBMIT CONTRACTS TO DPP WITH RED FONT.
3. In instances where a word is in square brackets in red font, like this [User Agency] agencies must update the required information, delete the brackets and change the font to black.
4. In instances where two clauses are separated by the word "or" agencies are required to use the language that is applicable to the particular contract and to delete the irrelevant clause. As shown in the example below, do not use both clauses in the contract that is submitted to DPP.

WHEREAS, the Government solicited the services under RFP No. _____;
or

WHEREAS, the Contractor was selected in accordance with 31 V.I.C. § 239(a) (##)
[insert appropriate exception being utilized];

Please only select the clause that is applicable to the particular contract.

5. In instances where text in red appear in parenthesis as shown below, this constitutes instructions in the template and these instructions or the entire clause should be deleted by the user agency based on the applicable circumstances.

(Only insert renewal language in second sentence if the contract has an option to renew)
6. Insert RFP No. in the footer. If not applicable, delete RFP No. from footer.
7. Update all signatories' names and titles, if applicable.

CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made this _____ day of _____, 20____, in the Territory of the Virgin Islands, by and between the Government of the Virgin Islands, Department of Property and Procurement, on behalf of the [User Agency] (hereinafter referred to as "Government") and [Insert Contractor/Company name as it appears on the business license] (hereinafter referred to as "Contractor").

WITNESSETH:

WHEREAS, the Government is in need of the services of a Contractor to [Insert summary of scope of services], which duties and responsibilities are more particularly described in Addendum I (Scope of Services) attached hereto; and

WHEREAS, the Government solicited the services under RFP No. _____; and

or

WHEREAS, the Contractor was selected in accordance with 31 V.I.C. § 239(a) (##) [insert appropriate exception being utilized]; and

WHEREAS, the Contractor represents that it is willing and capable of providing such services; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, and intending to be legally bound by this written instrument, the parties hereto do covenant and agree as follows:

1. SERVICES

The Contractor will provide the services described in Addendum I (Scope of Services) attached hereto and made a part of this contract.

2. TERM

This Contract shall commence upon the execution of this Contract by the Governor of the Virgin Islands and shall terminate [insert NUMBER OF DAYS or years in words and numerals] thereafter. The Government in its sole discretion, shall have the option to renew this Contract for a period of one (1) additional year subject to the same terms noted herein, by providing the Contractor with sixty (60) days written notice of the Government's election to renew. (Only insert renewal language in second sentence if the contract has an option to renew)

Or

Upon execution of this Contract by the Governor of the Virgin Islands the Contract shall be effective for a Term beginning from February 1, 2019 to January 31, 2020. The Government in

its sole discretion, shall have the option to renew this Contract for a period of one additional year subject to the same terms noted herein, by providing the Contractor with sixty (60) days written notice of the Government's election to renew. (Only insert renewal language in second sentence if the contract has an option to renew)

3. COMPENSATION

The Government, in consideration of the satisfactory performance of the services described in Addendum I (Scope of Services), agrees to pay Contractor the sum of [insert value of contract in words] [(\$insert value of contract in numerals)] in accordance with the provisions set forth in Addendum II (Compensation) attached hereto and made a part of this contract.

4. TRAVEL EXPENSES

Inclusive of the compensation for services as specified in Paragraph 3 (Compensation) above, the Government agrees to pay documented transportation, subsistence, lodging and other travel expenses, while in travel status, for trips which have been authorized in writing, in advance, by the Government. These costs shall be advanced or reimbursed on the same basis as is applicable to non-contract employees of the Government, or as agreed to by an addendum to this Contract, however, said costs and expenses shall not exceed N/A (\$ N/A).

5. RECORDS

The Contractor when applicable, will present documented precise records of time and/or money expended under this Contract.

6. PROFESSIONAL STANDARDS

The Contractor agrees to maintain the professional standards applicable to its profession and to consultants doing business in the United States Virgin Islands.

7. DOCUMENTS, PRINTOUTS, ETC.

All documents, books, records, instructional materials, programs, printouts and memoranda of every description derived therefrom and pertaining to this Contract shall become the property of the Government and shall be turned over to it at the termination of this Contract. The above described materials shall not be used by Contractor or by any other person or entity except upon the written permission of the Government.

8. LIABILITY OF OTHERS

Nothing in this Contract shall be construed to impose any liability upon the Government to persons, firms, associations, or corporations engaged by Contractor as servants, agents, or independent contractors, or in any other capacity whatsoever, or make Government liable to any such persons, firms, associations, or corporations for the acts, omissions, liabilities, obligations and taxes of Contractor of whatsoever nature, including but not limited to unemployment

insurance, gross receipt, excise, and social security taxes for Contractor, its servants, agents or independent contractors.

9. ASSIGNMENT

The Contractor shall not subcontract or assign any part of the services under this Contract without the prior written consent of the Government.

10. INDEMNIFICATION

Contractor agrees to indemnify, defend and hold harmless Government from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges and expenses (including attorney's fees) and causes of action of whatsoever character which Government may incur, sustain or be subjected to, arising out of or in any way connected to the services to be performed by Contractor under this Contract and arising from any cause, except the sole negligence of Government.

11. INDEPENDENT CONTRACTOR

The Contractor shall perform this Contract as an independent contractor and nothing herein contained shall be construed to be inconsistent with this relationship or status.

12. GOVERNING LAW

This Contract shall be governed by the laws of the United States Virgin Islands and jurisdiction shall remain in the United States Virgin Islands.

13. WAIVERS AND AMENDMENTS

No waiver, modification or amendment of any term, condition, or provision of this Contract shall be valid or of any force or effect unless made in writing, signed by the parties hereto or their duly authorized representatives, and specifying with particularity the nature and extent of such waiver, modification or amendment. Any such waiver, modification or amendment in any instance or instances shall in no event be construed to be a general waiver, modification or amendment of any of the terms, conditions or provisions of this Contract, but the same shall be strictly limited and restricted to the extent and occasion specified in such signed writing or writings.

14. ENTIRE AGREEMENT

This agreement constitutes the entire agreement of the parties relating to the subject matter addressed in this Agreement. This agreement supersedes all prior communications, contracts, or agreements between the parties with respect to the subject matter addressed in this agreement, whether written or oral.

15. RIGHT TO WITHHOLD

If work under this Contract is not performed in accordance with the terms hereof, Government will have the right to withhold out of any payment due to Contractor, such sums as Government may deem ample to protect it against loss or to assure payment of claims arising therefrom, and, at its option, Government may apply such sums in such manner as Government may deem proper to secure itself or to satisfy such claims. Government will immediately notify the Contractor in writing in the event that it elects to exercise its right to withhold.

No such withholding or application shall be made by Government if and while Contractor gives satisfactory assurance to Government that such claims will be paid by Contractor or its insurance carrier, if applicable in the event that such contest is not successful.

16. CONDITION PRECEDENT

This Contract shall be subject to the availability and appropriation of funds and to the approval of the Governor.

17. TERMINATION

Either party will have the right to terminate this Contract with or without cause on [insert number of days in words] [(insert number of days in numerals)] days written notice to the other party specifying the date of termination.

18. PARTIAL TERMINATION

The performance of work under this Contract may be terminated by the Government, in part, whenever the Government shall deem such termination advisable by providing [insert number of days in words] [(insert number of days in numerals)] days written notice to the Contractor. This partial termination shall be effected by delivering to the Contractor a Notice of Partial Termination specifying the extent to which the term and/or duties under this Contract are terminated and the date upon which such termination becomes effective. The Contractor shall be entitled to receive payment for services provided to the date of termination, including payment for the period of the [insert number of days in words] [(insert number of days in numerals)] day notice.

19. NON-DISCRIMINATION

No person shall be excluded from participating in, be denied the proceeds of or be subject to discrimination in the performance of this Contract on account of race, creed, color, sex, religion, disability or national origin.

20. CONFLICT OF INTEREST

- (a) Contractor covenants that it has no interest and will not acquire any interest direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract.
- (b) Contractor further covenants that it is:
 - (1) not a territorial officer or employee (i.e., the Governor, Lieutenant Governor, member of the Legislature, or any other elected territorial official; or an officer or employee of the legislative, executive or judicial branch of the Government or any agency, board, commission or independent instrumentality of the Government, whether compensated on a salary, fee or contractual basis); or
 - (2) a territorial officer or employee and, as such, has:
 - (i) familiarized itself with the provisions of Title 3, Chapter 37 of the Virgin Islands Code, pertaining to conflicts of interest, including the penalties provision set forth in section 1108 thereof;
 - (ii) not made, negotiated or influenced this Contract, in its official capacity; and
 - (iii) no financial interest in the Contract as that term is defined in section 1101(1) of said Code chapter.

21. EFFECTIVE DATE

The effective date of this Contract shall be the day of execution of the Contract by the Governor.

22. NOTICE

Any notice required to be given by the Terms of this Contract shall be deemed to have been given when the same is sent by certified mail, postage prepaid or personally delivered, addressed to the parties as follows:

GOVERNMENT

Anthony D. Thomas
Commissioner Nominee
Department of Property and Procurement
8201 Sub Base, Suite 4
St. Thomas Virgin Islands 00802

[NAME & TITLE]
[USER AGENCY]
[AGENCY'S PHYSICAL ADDRESS]
[AGENCY'S MAILING ADDRESS]
[CITY, STATE, ZIP CODE]

CONTRACTOR

[NAME]

[TITLE]
[NAME OF COMPANY]
[PHYSICAL ADDRESS]
[MAILING ADDRESS]
[CITY, STATE, ZIP CODE]

23. LICENSURE

The Contractor covenants that it has:

- (a) obtained all of the applicable licenses or permits, permanent, temporary or otherwise as required by Title 27 of the Virgin Islands Code; and
- (b) familiarized itself with the applicable provisions of Title 27 of the Virgin Islands Code pertaining to professions and occupations.

24. OTHER PROVISIONS

Addenda I and II attached hereto are a part of this Contract and are incorporated herein by reference. (Please make sure all additional addenda are listed in this section that are made a part of this contract)

25. DEBARMENT CERTIFICATION

By execution of this contract, the contractor certifies that it is eligible to receive contract awards using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall include this provision in each of its subcontracts hereunder and shall furnish its subcontractors with the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON PROCUREMENT". In the event the Contractor or any subcontractor misrepresents its eligibility to receive contract awards using federal funds, the Contractor or subcontractor agrees that it shall not be entitled to payment for any work performed under this contract or any subcontract and that the Contractor or subcontractor shall promptly reimburse the Government of the Virgin Islands for any progress payments heretofore made. (Only insert if Contract involves federal funds)

26. FALSE CLAIMS

Contractor warrants that it shall not, with respect to this Contract, make or present any claim upon or against the Government of the Virgin Islands, or any officer department, board, commission, or other agency thereof, knowing such claims to be false, fictitious or fraudulent. Contractor acknowledges that making such a false, fictitious or fraudulent claim is an offence under Virgin Islands law.

27. NOTICE OF FEDERAL FUNDING

Contractor acknowledges that this Contract is funded, in whole or in part, by federal funds. Contractor warrants that it shall not, with respect to this Contract, make or present any claim knowing such claim to be false, fictitious, or fraudulent. Contractor acknowledges that making such a false, fictitious, or fraudulent claim is a federal offence. (Only insert if Contract involves federal funds)

28. INSURANCE [if contract is being entered into pursuant to an RFP, utilize the insurance provisions from the RFP, if the contract is being entered into pursuant to an exception to the formal advertising process, use the language below]

Contractor shall maintain the following insurance coverages during the term of this Contract

- (a) **COMMERCIAL GENERAL LIABILITY:** Commercial general liability insurance, in a form acceptable to the Government, on a "per occurrence" basis with a minimum limit of not less than one million dollars (\$1,000,000.00) for any one person per occurrence for death or personal injury and one million dollars (\$1,000,000.00) for any one occurrence for property damage. Insurance policy(ies) shall name the Government of the Virgin Islands as the certificate holder and additional insured via an endorsement. (Insurance limits may be reduced subject to DPP's approval, however, insurance limits cannot be less than the total compensation value of the contract. Contracts valued in excess of \$1,000,000.00 will require additional coverage subject to DPP's approval).
- (b) **PROFESSIONAL LIABILITY:** Professional liability insurance, in a form acceptable to the Government, which covers the services being performed under this Contract, with policy limits of not less than one million dollars (\$1,000,000.00) per claim. The Government shall be listed thereon as a certificate holder. (Insurance limits may be reduced subject to the approval of DPP, however, insurance limits cannot be less than the total compensation value of the contract. Contracts valued in excess of \$1,000,000.00 will require additional coverage subject to DPP's approval).
- (c) **WORKERS' COMPENSATION:** Contractor shall supply current coverage under the Government Insurance Fund or other form of coverage.

[INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties have hereunto set their hands on the day and year first above written.

WITNESSES: GOVERNMENT OF THE VIRGIN ISLANDS

[NAME] [TITLE]

[USER AGENCY] Date _____

Anthony D. Thomas, Commissioner Nominee

Department of Property and Procurement Date _____

CONTRACTOR

[NAME] [TITLE]

[NAME OF COMPANY] Date _____

(Corporate seal, if Contractor is a corporation)

APPROVED:

Date: _____
Honorable Albert Bryan Jr.
GOVERNOR OF THE VIRGIN ISLANDS

APPROVED AS TO LEGAL SUFFICIENCY
DEPARTMENT OF JUSTICE BY: _____ Date _____

PURCHASE ORDER NO. _____

CERTIFICATE OF APPROVAL

I hereby certify that this is a true and exact copy of Contract No. _____ entered into between the Department of Property and Procurement and _____.

Anthony D. Thomas, Commissioner Nominee
Department of Property and Procurement

RFP No. _____

Contract No. _____

Contractor's Initials: _____